

The City of Williams Police Department is accepting applications for the position of IT Tech/Emergency Management/Community Officer. Applicants must possess a valid Arizona Drivers License, must be 18 years of age, and must have a High School Diploma or GED equivalent. Applicant will be required to pass a detailed background investigation. Must have knowledge/experience with job duties that include but are not limited too the following; computer hardware/software, communication systems, video information systems, FIMA/NIMS programs, grant submissions, and evidence collection handling. Please apply directly at Williams PD or obtain application at Williamsaz.gov.

IT Tech/Emergency Management/Community Officer

Summary

Performs a variety of routine technical and administrative functions in support of law enforcement activities. Must have knowledge and experience of computer hardware/software, communication systems, and video information systems. FIMA/NIMS programs, grant submissions, and evidence collection handling. Community service functions and programs such as safety fairs, drug collection programs, child safety restraint classes and crime prevention activities

Essential Job Functions

Maintains department radio systems and works with radio vendor on projects and necessary repairs

Maintains Information Systems including; body cameras, in-vehicle cameras, and various computer systems and office equipment

Maintaining 1033 inventory as well as annual reporting

Emergency Management representation for The City of Williams while partnering with Coconino County

Grant Management and writing for both federal and state grant programs

Maintains records and evidence in compliance with standard operating procedures, rules of evidence and all applicable laws

Maintain and continually updates inventory records; both manual and automated

Handles inquiries regarding the location of property sought by law enforcement agencies and citizens. Assists in locating and recovering property

Assist in processing crime scenes and evidence for fingerprints and other physical evidence

Fingerprinting of suspects, registrants and applicants

Develops and implements a wide variety of crime prevention and safety programs

Works with organizations and community members with participating in City and County programs and events

Serves as liaison to and works closely with city officials, school officials and organizations and government agencies with various programs and services

Provides instruction and education on child passenger safety seats, works at child car seat check ups in the community

Teaches bicycle safety, hosts bike rodeo's and distribution of bike helmets

Work closely with the public answering phones, providing information and assistance

Performs special assignments and other related work as required

Shift work, weekends and holidays may be required

Knowledge and Abilities

Knowledge Of:

Operations, services and activities of a property and evidence program

Material handling, storage and recording system and procedures

Warehouse and store keeping safety practices

Inventory record keeping and associated material receipt and issue procedures and documentation

Principles and practices of record keeping and reporting

Procedures and techniques of evidence collection, handling, and preservation

Efficiently operate modern office equipment

Proficient in Microsoft Office Programs such as Word, Excel and Outlook

Ability To:

Solve practical problems, interpret instructions, and communicate effectively verbally and/or in writing

Learn methods and techniques related to basic police functions and evidence collection methods

Prepare, maintain, file and index a variety of reports, records and other written materials

Speak in public before large and small groups

Organize and/or participate in planning, organizing, directing, coordinating and evaluating assigned programs, projects and events

Prepare and present educational, public information and related programs and presentations

Identify and respond to community and organization issues, concerns and needs

Establish, use and maintain various data collection, record keeping, tracking, filing and reporting systems

Maintain confidentiality

Work independently in completing assigned tasks. Maintain records and other documentation accurately and legibly

Qualifications

Must possess a valid Arizona Drivers License

Must be 18 years of age at hire

High School diploma or GED equivalent

Must not have any felony convictions

Must pass a detailed background investigation including polygraph examination

Candidate will be required to pass a drug screen

Submit verification of identity and citizenship or legal right to work in the United States at the time of and condition of employment